

**Illumine Theatre**  
Job Specification: **Stage Manager – 2023**



Illumine theatre are looking for a fantastic Stage Manager to become a key part of the team for their new play 2023, playing a short run at Chapter Arts, Cardiff, in October this year.

You'll need to be enthusiastic about creating theatre and have experience of working as a professional stage manager, with some book experience.

The post runs from 17th September until 13th October and pays £458/wk  
If you're interested, send your CV and a cover letter to [matt.illuminetheatre@gmail.com](mailto:matt.illuminetheatre@gmail.com)

Full details follow.

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## FURTHER PARTICULARS

### How to apply

To apply, send your CV and a cover note confirming you are available to be in Cardiff for the entire period of the contract to [matt.illuminetheatre@gmail.com](mailto:matt.illuminetheatre@gmail.com)

If you have any questions or would like an informal discussion about the role, you can contact Matt Hall on [matt.illuminetheatre@gmail.com](mailto:matt.illuminetheatre@gmail.com)

### Interviews

Interviews will take place in Cardiff on 21st July and will be conducted by Matt Hall - Production Manager, Zoë Waterman - Director and Lisa Parry - Producer.

### Duration and Location

This post is required to start on 17th September until the 13th October 2018 and will be based at Chapter Arts, Cardiff for the duration of this contract.

### Salary and Hours of work

The salary is £458 per week paid weekly. No additional payments in lieu of overtime, or premium payments, will be made.

As with all roles of this nature a flexible approach to working time is essential. Both management and employee will endeavour to plan working time sensibly to ensure reasonable time off, overnight breaks and other breaks from work.

### Equal Opportunities

Illumine theatre are committed to the development of positive policies to promote equal opportunities regardless of sex, marital status, colour, race, ethnic origin, age, disability, sexual orientation or responsibilities to dependants. The principal criteria for selecting a person for a particular job shall be a person's ability and the job's requirements.



## JOB DESCRIPTION

### Job Purpose

The Stage Manager for 2023 will be the sole member of the stage management department and will work with the support of the rest of the creative team during rehearsals to mount the production, going on to take day-to-day responsibility of the show during the production's run at Chapter Arts. The show is a piece of new writing which has been developed through previous R&D sessions. The play has a small cast of three, and one of the actors is deaf.

### Duties and Responsibilities

1. To be on the book for the production, ensuring good communication with all departments;
2. To manage the daily preparation of the rehearsal space, including the mark up, sourcing of rehearsal props and turnaround of rehearsal spaces;
3. To work closely with the designer in the sourcing and making of props and furniture for performances liaising with designers and other creatives and ensuring good communication between departments;
4. To carry out necessary day to day maintenance and laundering including the set up and resetting of props, furniture, and costumes for performances and rehearsals as required;
5. To record hours worked and those of the acting company;
6. To be responsible for the day to day management and pastoral care of the acting company, communicating any health or pastoral issues /concerns within the team to the Producer.
7. To represent the company's best interests with suppliers, business contacts and the public;
8. To adhere to the Theatre Health & Safety Policy and to current legislation pertaining to the safe operation of theatre activities;
9. Any other duties consistent with the exceptions of the role.

### Responsible to

The Producers



## PERSON SPECIFICATION

The person specification shows what we look for in a candidate, and will be used to shortlist applicants for interview.

	<b>Essential</b> <i>Minimum Requirements</i>	<b>Desirable</b> <i>Candidates should be able to offer several of the following qualities</i>
<b>Qualifications, education and training</b>	<ul style="list-style-type: none"> <li>○ Qualification in stage management, technical theatre or related field</li> </ul>	<ul style="list-style-type: none"> <li>○ Certified and current first aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Experience of having worked on the book at a professional level.</li> <li>○ Experience of Stage Management within a producing theatre environment</li> <li>○ Experience of sourcing and making props</li> </ul>	<ul style="list-style-type: none"> <li>○ Wardrobe maintenance experience</li> <li>○ Experience of sourcing props in the Cardiff area</li> </ul>
<b>Skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>○ Enthusiastic and self motivated</li> <li>○ Good computer literacy</li> <li>○ Equally as happy working on their own or as part of a team</li> <li>○ Ability to interact effectively with other people</li> <li>○ Ability to work calmly under pressure</li> <li>○ Good numeracy and literacy</li> <li>○ Reliable and punctual</li> <li>○ Willing to live in Cardiff for the duration of the contract</li> </ul>	<ul style="list-style-type: none"> <li>○ Prop Making and sourcing skills</li> <li>○ Health and safety awareness</li> <li>○ Experience of BSL or the ability to sign</li> </ul>